



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program (SMRP)
Mandatory Proposal Outline – Regional Recycling Enforcement Coordinator

Proposals may only be submitted as part of a grant application filed using the eDEP online system. During the submittal process eDEP will prompt the applicant to attach the proposal. DO NOT select the option for mailing the proposal separately. The SMRP program will only accept proposals submitted via eDEP as an electronic attachment, by the grant deadline. MassDEP will not accept paper copies by mail or fax, and will not accept electronic copies submitted as an attachment to an email.

For more information on the SMRP Program including eligibility criteria, terms and conditions, and filing deadline, visit <http://www.mass.gov/dep/recycle/recawgr.htm>

Proposals must conform to the format below and include a budget. Detailed answers to open-ended questions will be viewed more favorably in the evaluation process.

Applicant Information

1. Applicant Name:

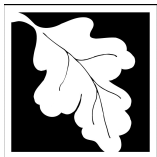
2. For each participating municipality, indicate whether a residential mandatory recycling ordinance or bylaw is in place.

3. For each municipality with an ordinance/bylaw in place, indicate whether penalties (e.g. fines) for non-compliance are included.

4. For each municipality without a penalty structure in place, indicate whether the municipality plans to amend its bylaw or ordinance to institute a penalty structure.

5. List the trash and recycling collection frequency for each participating municipality.

Municipalities	Trash (days/week)	Recycling (days/week)
<i>example</i>		
1. Bedford	5	5
2. Burlington	3	3
3. Woburn	2	1



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Funds Requested

1. Amount of funding you are requesting from MassDEP: _____

Regional Groups with a combined population of 25,000 and more may request up to \$50,000. Groups with a combined population of less than 25,000 may request up to \$25,000.

2. Please provide an operating budget for the enforcement program. The municipalities may contribute funds to supplement the coordinator's salary.

When filling out the operating budget (below) keep the following in mind: The sum of the matching funds must be at least 25% of the DEP Funds Requested. At least 80% of the DEP Funds Requested must be allocated to "Coordinator's salary". (For more information and a sample budget please see the Grant Guidance document)

	DEP Funds Requested	Match Funds	Total
Coordinator's salary	\$ _____	\$ _____	\$ _____
Mileage expense	\$ _____	\$ _____	\$ _____
Enforcement and education materials	\$ _____	\$ _____	\$ _____
Other expenses	\$ _____	\$ _____	\$ _____

If applicable, describe "Other expenses" indicated in the budget section above: _____

Program Information

1. Identify the municipal official to whom the enforcement coordinator will report.

a. Contact Name: _____

b. Title: _____

c. Telephone Number: _____

d. Email Address: _____

2. Indicate in which municipality(ies) and department(s) the enforcement coordinator's office(s) will be located:

3. Describe how the coordinator's time will be divided among the participating communities.

4. In addition to matching funds identified in the budget section above, please describe the other resources to be provided for the coordinator by each of the participating municipalities (e.g. workspace, computer, phone, email).



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5. Indicate how each municipality intends to fund the matching portion of the budget (e.g. use DPW discretionary funds; from general fund; appropriation at next town meeting, etc.).

6. Describe the enforcement and education materials to be provided to the coordinator to communicate with residents found not to be recycling (e.g. violation notices, recycling brochures, other).

7. Additional information about the proposed enforcement project that may be relevant to MassDEP's evaluation process (optional):

IMPORTANT:

Letters of support are required from each municipality participating in the Regional Recycling Enforcement Coordinator application. Attach letters of support as electronic files during the eDEP online submittal process.